



Human Resources

REQ. # 11-011

DATE POSTED: March 16, 2011

NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER
2300 Virginia Avenue Fort Pierce, FL 34982 - 5652
Telephone (772) 462-1546 Jobline (772) 462-1967
<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from 03/16/2011 TO 03/22/2011
but will remain open until filled

DEPARTMENT/DIVISION
TPO

POSITION AVAILABLE
TPO OPERATIONS ADMINISTRATOR

OF OPENINGS
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PAY RANGE
\$44,000 - \$68,000
COMMENTS
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.



2300 Virginia Avenue
Fort Pierce, FL 34982-5652
Telephone: 772/462-1593
Facsimile: 772/462-2549
www.stlucietpo.org

TPO OPERATIONS ADMINISTRATOR
Salary Range: \$44,000 - \$68,000

Job Code:
Pay Grade:

JOB DESCRIPTION: Advanced-level professional work in the administration of organizational operations including budgeting, finance, procurement, communications, meeting facilitation, and staff support.

KNOWLEDGE AND ABILITIES NEEDED TO PERFORM ESSENTIAL JOB FUNCTIONS:

Knowledge: General knowledge of modern office operations, budgeting and finance, purchasing and expenditure control systems, accounting and auditing practices and procedures, and strategic business planning is required. Fluent computer literacy in a Windows environment which includes advanced database and word processing programs also is required. Knowledge of grant application and administration and the practices and procedures of both the private and the public sectors are preferred.

Abilities: Ability to assume the responsibility for the day-to-day budgeting, finance, and procurement operations of the organization including assisting in the development and implementation of the organizational budget; exercising informed judgment in the development and recommendation of improved budget policies; providing leadership in a team effort to accomplish budget objectives; identifying financial data sources, collecting and analyzing information, and preparing invoices and informative status reports; learning and applying advanced processes and systems, as necessary, relevant to the job functions; understanding laws, regulations, or policies and applying the laws, regulations, or policies to work situations; working independently to solve problems and make sound decisions, when appropriate; functioning effectively as a team member in developing and preparing quality finished products; preparing reports, correspondence, and memoranda; facilitating internal and public meetings; establishing and maintaining harmonious working relationships with TPO Board and advisory committee members, TPO staff, and local agency staffs; receiving the public with considerable poise, tact, patience and courtesy. Excellent communication skills are required.

ESSENTIAL JOB FUNCTIONS: Executes, manages, or supervises other administrative staff in the execution of organizational operations including budgeting, finance, procurement, communications, meeting facilitation, and staff support. Responsible for the establishment of budgetary accounts and preparation of budget documents. Completes financial analyses and prepares status reports and budget amendments, as necessary. Assists in the development of budget policies. Prepares a variety of contracts and other procurement documents. Performs grant application, administration, and

management including the preparation and submittal of invoices for reimbursement. Facilitates internal and public meetings including the preparation of agendas, summaries, and minutes for board, conference, and committee meetings. Prepares correspondence and memoranda. Receives and routes telephone calls and public inquiries. Establishes and maintains harmonious working relationships with TPO Board and advisory committee members, TPO staff, and local agency staffs. Receives the public with considerable poise, tact, patience and courtesy. Performs related work and duties as requested or assigned.

ESSENTIAL PHYSICAL SKILLS: Use of both hands and fingers with dexterity. Good vision and hearing with or without correction. Occasional walking and standing and frequent sitting. Ability to lift occasionally 30 pounds.

ENVIRONMENTAL CONDITION REQUIREMENTS: Constant work inside the office in a sedentary posture with the exception of the facilitation of external and public meetings.

POTENTIAL WORK HAZARDS: Possible vision dysfunction due to heavy computer work.

SAFETY EQUIPMENT USED OR NEEDED: None.

EDUCATION: Graduation from an accredited four-year college or university with a major in business, finance, accounting, public administration, organizational management, or related field.

EXPERIENCE: A minimum of four years of professional-level experience in private sector or public agency operations, office management, budgeting, finance, administration, or equivalent experience is required. Experience in both the private and public sectors and in transportation planning is preferred. A comparable amount of training or experience may be substituted for the minimum experience.

LICENSE, CERTIFICATION OR REGISTRATION: A Florida Driver's license is required.

Revised 03/2011

Union	Non-Union ✓	Exempt ✓	Non-Exempt
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